



UNITED STATES PROBATION OFFICE
EASTERN DISTRICT OF NORTH CAROLINA

STUDENT INTERN PROGRAM

The goal of the Eastern District of North Carolina Internship program is to provide students a range of experiences in probation and parole. The program will introduce students to the federal corrections agency where they may apply the theories of case management through actual practice with the offenders under investigation and supervision, as well as interaction with assigned probation officers.

Office Background

The U.S. Probation Office(s) of the Eastern District of North Carolina is a division of the United States District Court for the Eastern District of North Carolina. It is also part of a network of 94 federal judicial districts nationwide, including the Virgin Islands, Puerto Rico, and Guam. The District Court has active Article III judges, one of whom is the Chief Judge. All Article III judges are appointed for life by the President of the United States. In addition to the Article III judges, there are also full-time or part-time magistrate judges. Magistrate judges serve either a four (4) or eight (8) year term and are appointed by the court.

The Chief Judge appoints all probation officers employed in the Court. Probation Officers must have a Bachelor's degree and prior experience usually in social work, counseling, psychology, or a related criminal justice field. This background allows for a multitude of resources and techniques in working with probationers, supervised releasees and parolees. The Eastern District of North Carolina is comprised of probation officers who supervise offenders in 44 counties whose offenses range from petty crimes to major felonies, from first time offenders to individuals having lengthy criminal records. Another component of the federal probation system is the presentence unit whose responsibility is to conduct investigations on defendants prior to their sentencing in federal court. From the information acquired by the presentence officers, a presentence report is prepared and presented to the judge to be used as a sentencing tool in structuring the appropriate sentence to be imposed.

About the Internship

Internships are provided for students able to commit at least one semester to the agency with a minimum of 16 hours per week and who have maintained no less than a 2.5 overall GPA. Juniors, seniors and graduate students from an accredited four-year college or university will be given first consideration for participation in the program. Students from two-year colleges or technical institutions will be considered at the discretion of the coordinating U.S. Probation Officer. Examples of their educational background would include social work, counseling, criminal justice, pre-law and law, government, psychology, and sociology.

Among the duties and other functions performed by student interns will be the following:

- Accompanying the probation officer into the community when supervision contacts are made
- Assisting the supervision of offenders under the direction of the probation officer
- Attending/assisting in Court
- Assisting in the investigation and with the preparation of the Presentence Report
- Preparing summaries, petitions, memoranda, and other correspondence under the direction of the probation officer
- Observing, learning, and utilizing different case management techniques
- Using and developing community resources as needs dictate
- Completing a special project (if required by the referring college or university)
- Attending in-house training seminars when appropriate
- Completing a project as assigned by the coordinating probation officer and approved by the Chief Probation Officer/Deputy Chief Probation Officer

Expectations of Students

The student will be thought of as a worker-in-training because certain role expectations that will be asked and required during their internship. These role experiences include:

- Adhering to agency work hours or an established work schedule
- Following agency policies and procedures
- Strict observance of confidentiality and the handling of confidential information
- Maintaining professional relationship with all clients and staff
- Self-awareness in regard to attitudes, background differences, values, and behavior patterns
- Completion of a written evaluation of their experience as an intern with recommendation for needed changes.

Expectations of the College/University

No internship will be successful without coordination among the agency, student and school. We encourage the student's advisor to meet with the coordinating probation officer in person at least once during the placement. This forum will be an opportunity to discuss the student's progress. It should also be used as an opportunity for the school's representative to inform the probation officer of any problems or changes in the student's requirements.

Procedures for Acceptance and Training

Students may apply by contacting the appropriate coordinator listed below. Upon completing the application form, it should be sent to the designated coordinator. A preliminary interview will be conducted, and the student will be notified of his/her acceptance. It is expected that applications be received prior to the term planned for the Intern Program.

Note: Students selected to participate in the Intern Program will be subject to a criminal background check and FBI fingerprint check.

| COORDINATING PROBATION OFFICERS | |
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| <u>Office Location</u> | <u>Contact</u> |
| Fayetteville | Shelley Barnhill U.S. Probation Officer 310 Dick Street Fayetteville, NC 27301 (910) 354-2534 |
| Greenville | Marian Wilson U.S. Probation Officer 201 Evans Street, Room 214 Greenville, NC 27858 (252) 830-2341 |
| Jacksonville | C. Lee Meeks, Jr. U.S. Probation Officer 200 Williamsburg Parkway, Unit 2 Jacksonville, NC 28546 (910) 346-5105 |
| Raleigh | Mary Vann Roberson U.S. Probation Officer 310 New Bern Avenue, Room 610 Raleigh, NC 27601 (919) 861-8673 |
| Wilmington | John Cooper U.S. Probation Officer 2 Princess Street Wilmington, NC 28401 (910) 679-2046 |